

CHAPTER 15

SECTION 7

SPECIAL REPORTS

1.0. GENERAL

1.1. The contractor shall provide special programming reports to TMA on an “as needed” basis. The TMA Contracting Officer will not request a special programming report more than six times per contract period. The Contracting Officer will tell the contractor what information to include in the report. Examples of these reports include claims history data (either limited or complete) by provider, including one or more subidentifiers; beneficiary; specific diagnosis(es); specific procedure code(s); and/or geographic region delineated by zip code(s). The contractor shall submit the reports by means of either a hard copy, a magnetic tape, or a disc as specified by the Contracting Officer. The contractor shall provide the completed reports to the Contracting Officer at TMA-Aurora within 60 calendar days of the date on the written request from the Contracting Officer.

1.2. If special reports are requested by TMA, the contractor must inform the Contracting Officer of the cost, if any. Upon approval of the cost estimate, the contractor shall complete the special report within the time requested by TMA unless a different delivery date is approved.

2.0. WEEKLY AND MONTHLY TFL REPORTS

2.1. The contractor shall provide electronic reports on a weekly basis to TMA-Aurora, Managed Care Support Office. Weekly reports shall include claim volume workload for Monday through Friday of the current week, with the report due by close of business (COB) the following Monday. For instance, the report for the reporting period of March 18-22, 2002 would be due to TMA by COB on March 25, 2002. The contractor shall base cumulative reporting beginning October 1, 2002. The following data elements shall be used to report the weekly TFL claim volume:

- TFL Claims - Beginning Inventory
- TFL Claims Received - Current Week and Cumulative
- TFL Claims Processed- Current Week and Cumulative
- TFL Claims Denied - Current Week and Cumulative
- TFL Claims’ Top 5 Denial Reasons - Volume and Percentage (%) of Total Denials
- TFL Claims Pended and Top 5 Reasons Pended - Current Week
- TFL Claims - Ending Inventory

